

CHECK OFF LIST FOR MASSAGE THERAPY ESTABLISHMENTS

Note: The items checked must be received with your application or before approval of your application. The applicant shall not begin operating without a business tax certificate.

- () Business Registration Application. **Apprentice / training permits are no longer issued.**
- () Supplement to Business Registration Application - Two of these forms are required on the applicant; massage therapist; all partners; corporate officers and all stockholders of the massage establishment. **Two pictures and two copies of driver's license are required on each person. Two copies of your birth certificate, citizenship certificate or proof of residence status must be provided at time of application on each person.**
- () Registered Agent – Any applicant who does not live in DeKalb County must find someone who lives in DeKalb County to serve as their registered agent. **Two pictures and two copies of agent's drivers license must be provided along with birth certificate, citizenship certificate or proof of residence status must be provided at the time of application.**
- () Three (3) Character Reference Letters from residents of Dekalb County.
- () Health Certificate - Dated within thirty (30) prior to filing of application.
- () Diploma or Certificate - Bring Original - Minimum requirement of 500 hours. The diploma or certificate must be from a State Certified School.
- () Applicant(s) must provide a certified statement from the National Certification Board of Therapeutic Massage and Bodywork showing that the applicant has passed the certification examination which is administered by the Board (NCBTMB). Please call 1-800 # 296-0664 for additional information concerning the certification examination.
- () Massage Establishments - The business owner is required to apply and obtain a massage establishment business permit before massage therapists can be approved to work at that business location.
- () Floor Plans - Massage Establishments - Two floor plans drawings will be required with all changes of ownership and applications for new business locations.
- () Type of Ownership:
 - 1. Single owner / sole proprietor – The applicant is required to provide requested information.
 - 2. If a corporation, attach two copies of the certificate of Incorporation and two copies of the Articles of Incorporation. Supplement forms must be completed as requested.
 - 3. If a Partnership, the applicant must file two copies of the partnership agreement and each partner(s) must complete supplement forms as required
- () Background Investigation - A background investigation fee of \$50.00 shall apply to each massage therapist; partner(s); corporate owner(s) and officers; registered agent and everyone who must complete the "supplement form". Your application must be filed with our office before going to the Public Safety Department for a background investigation and finger printing. They will advise our office in writing when the investigation is completed.